



Michael R. Pence, Governor
State of Indiana

Bureau of Rehabilitation Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

To: Vocational Rehabilitation staff and Community Rehabilitation Providers
From: Kylee B. Hope, Director, Bureau of Rehabilitation Services
Re: Modifications to Employment Service Revisions: Supported Employment Services
Date: February 10, 2016

The Bureau of Rehabilitation Services (BRS) appreciates the continued feedback and suggestions regarding the employment service revisions. This memorandum reflects the continued partnership between Vocational Rehabilitation (VR) and the Community Rehabilitation Providers (CRP) in that the feedback provided has affected the following modification to the employment services model.

In order to simplify and streamline the authorization process for Supported Employment (SE) Services, **VR is eliminating the SE levels (Level 1 through Level 6).** Effective immediately, VR no longer requires SE to be authorized through the SE **monthly level funding** (SE levels 1-6).¹ VR shall authorize all SE on an hourly basis based on the need of a consumer. Simplifying the authorization process for SE services should reduce unnecessary delays in SE service provision and simplify the authorization and billing process.

As a reminder, SE services involve ongoing support services and other appropriate services needed to support and maintain an individual with a Most Significant Disability (MSD) in SE for a period of time generally not to exceed 24 months. Such services, like as job coaching, are for individuals who have SE and long-term supports identified on the Individualized Plan for Employment (IPE).

SE services funded by VR will be authorized using the service code and rate outlined below in **Table A**. The intensive level of support should be well-documented in the Employment Support and Retention Plan and there is a continued expectation of fading (i.e., decreasing the amount of support as a consumer becomes more proficient and independent in completing job duties).

Table A:

¹ For Reference: SE Level Funding (Levels 1-6) for Reference

| Service | CC-DC code | Rate |
|--|------------|-------------------|
| Supported Employment (SE) Level 1: 1 - 5 Hours per Month | 63-03 | \$176 per month |
| SE Level 2: 6 - 10 Hours per Month | 63-04 | \$352 per month |
| SE Level 3: 11 - 15 Hours per Month | 63-05 | \$528 per month |
| SE Level 4: 16 - 20 Hours per Month | 63-06 | \$720 per month |
| SE Level 5: 21 - 25 Hours per Month | 63-07 | \$920 per month |
| SE Level 6: 26 - 30 Hours per Month | 63-08 | \$1,120 per month |



| Service | CC-DC code | Rate |
|-----------|------------|---------------|
| SE Hourly | 63-01 | \$42 per hour |

How to Address This Change:

All existing authorizations for SE Level 1 – 6 will continue to be carried out. There is no need to cancel and reauthorize active authorizations for SE services. However, existing authorizations for SE Levels 1-6 should not have the end dates modified or extended. No new authorizations should be developed using the SE levels.

Effective immediately, all new authorizations for SE services will use the SE hourly service code. There is no need to modify Individualized Plans for Employment (IPE) to replace SE Level services with SE hourly services. Moving forward, new IPEs or IPE amendments must reflect only the hourly SE services.

Revisions to the Employment Support and Retention Plan, VR Employment Services Manual, and FAQ will be forthcoming to address the removal of the SE level service codes.

Modifications to IRIS, the VR case management system, will also be implemented to remove the SE Level service codes for future SE authorizations.

As a reminder, the Employment Support and Retention plan is a required document for identifying support needs, including SE services, and outlining progress toward stabilization and fading. Sample completed Employment Support and Retention Plan documents are available on the VR Employment Services website, [here](#).

Also, please refer to the Employment Services Manual and the FAQ document on the [VR Employment Services website](#) for additional information about employment services including SE services. Please note that the Manual and FAQ document were revised in October, 2015, and reflect some modifications and additions from the original documents which were posted last Spring/Summer 2015. Again, additional revisions are forthcoming to reflect the removal of the SE level service codes.

To provide further education, BRS will conduct a **Check and Connect Webinar** on the following dates to review these changes to Supported Employment and provide opportunity for questions. VR staff and providers are strongly encouraged to attend the webinar. There is no registration required. To join the webinar on the dates listed below, click <https://connect.iu.edu/supportedemployment/>

- **Monday, February 22, 2016, 10 a.m. - 11 a.m. EST**
- **Thursday, February 25, 2016, 10 a.m. - 11 a.m. EST**

Thank you for the continued feedback and please continue to share suggestions and promising practices. Additional questions and/or feedback may be sent to: VRProvider@fssa.in.gov.